www.ONCEDATA.com is a web-based controlled access interface for CADRe data. "ONCE" (One NASA Cost Engineering database) is a government website managed by NASA HQ Cost Analysis Division that provides access to the CADRe data which includes technical, cost, and other programmatic information about historical NASA projects.

The data housed within ONCE comes primarily from CADRe (Cost Analysis Data Requirement) which is a three-part document set that describes a NASA project at each major lifecycle milestone. CADRe is the Agency's formal data collection initiative as outlined NPD 71205.E. CADRe is managed by HQ CAD and performed for the Projects when they reach their lifecycle milestone.

For more information on CADRe please visit the [CAD website](#) or view the [brochure](#).

The ONCE interface mimics the three-parts of CADRe: Parts A, B and C. It provides the user the capability to search and retrieve data from the CADRes and enables analysts and estimators to do many types of analysis including quickly building analogy datasets and perform historical trend analysis. Users can output the data retrieved from ONCE to MS Excel for their own specific analysis needs. ONCE also contains multiple organized file libraries and a Model Portal to share analysis tools and utilities.

USER PRE-REQUISITES

1. NASA Civil Servant or,
2. NASA Contractor with active contract and NASA PIV badge or,
3. Other US Government Civil Servant* or,
4. Other US Government Contractor*

*Contact HQ CAD at hq-cad@mail.nasa.gov

Due to data access restrictions the following user types are not allowed: Academic/University, Foreign Nationals, Spacecraft Prime Contractors, and Instrument Prime Contractors.

All users must have acceptable justification for access. All accounts and activity are monitored.

NASA CIVIL SERVANTS AND NASA CONTRACTORS

NASA civil servants and their support contractors can automatically request access to ONCE via NAMS (NASA Access Management System). In order to successfully login to ONCE, the user must have an active NDC account and the following two items in NASA IDMAX:

1) AGCY0012 Basic Active Directory Account*
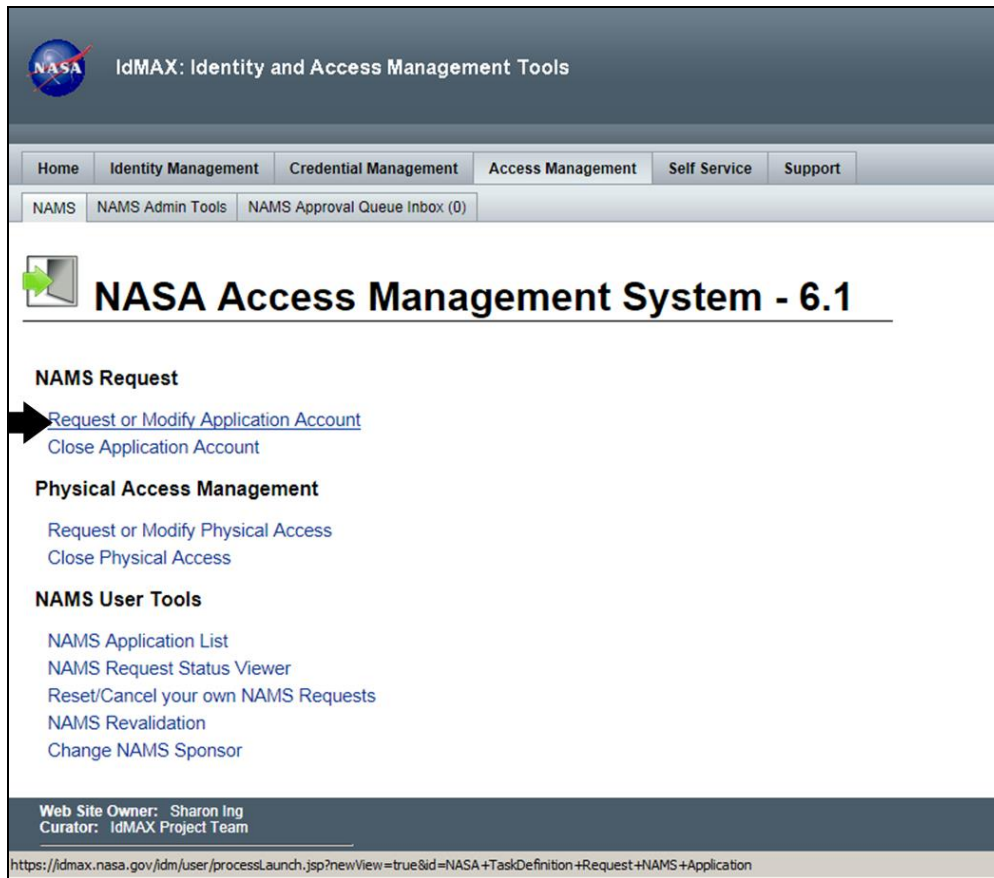**2) AGCY One NASA Cost Estimating (ONCE)**

*If you do not have the Basic Active Directory Account a NAMS request for that account will be automatically submitted with your ONCE account request.

Important Note: If you cannot access IDMAX (e.g. you are not behind a NASA Firewall) you will need a NASA sponsor to request ONCE on your behalf.

The user can determine their assigned applications in IDMAX by doing the following:

1) Login into IDMAX
https://idmax.nasa.gov
2) Click on Access Management Tab
   a. This will take you to NAMS
3) Click on Request or Modify Application Account

IdMAX: Identity and Access Management Tools

| Home | Identity Management | Credential Management | Access Management | Self Service | Support |

Welcome to IdMAX

The Identity Management and Account Exchange (IdMAX) system is NASA's integrated and authoritative Identity, Credential, and Access Management (ICAM) system that you can use to manage NASA identities and credentials, request access to a NASA facility or system, or change your personal information.

Identity Management

The first step in the ICAM processes is to create, modify, or terminate a NASA identity. Also, use this item to request a guest user account or an invitational traveler.

Credential Management

Once a NASA identity has been created, you can manage NASA credentials. Use this item to request or view a smartcard reissuance or renewal.

Access Management

You can request or view your access to NASA's systems using the NASA Access Management System (NAMS). Use this item to access the NAMS workflow.

User Self-Service

As an IdMAX user, you can update your personal information. Use this item to access the User Self-Service tool to request changes to your NASA e-mail address, your directory display name, and your contact information for NASA notifications.

4) Under "Your NAMS Requests" search for "ONCE" in the "New Request" field.
   a. Alternatively search for "One NASA Cost Estimating"
5) Click on the ONCE title hyperlink to create your new NAMS request for ONCE access
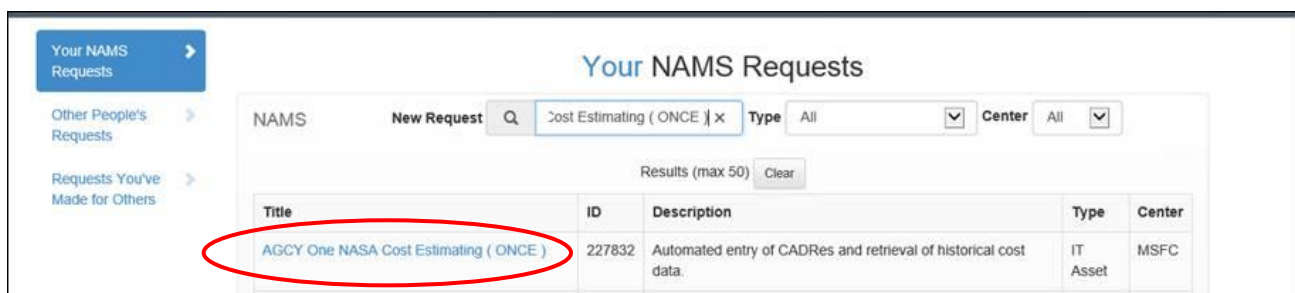

6) Fill out all boxes and information including justification
   a. Identify Eric Plumer or James Johnson as your sponsor to speed approval process
7) Click "Submit" at the bottom of the page

ACCESS REQUEST PROCESS

- After the user has requested access, the progress of the request can be tracked via the NAMS Request Status Viewer.

- When a request is created for ONCE it will be reviewed by a CAD sponsor.

  - The sponsor will review user type including details such as justification. If there are any questions you will be contacted for clarification.

- Upon successful review, the ONCE development team receives an auto-generated e-mail from NAMS on the approval of the new user request.

- The ONCE development team will create a new user account and contact you via email.

- The ONCE login is synchronized with the users NASA Data Center (NDC) credentials. The NDC user name and password will be used to access the ONCE website at www.oncedata.com

ADDITIONAL RESOURCES

There are resources available to the user to help navigate the ONCE website. The ONCE User's Manual is accessible via Documentation under the Resources menu item. Tutorial videos that familiarize new users with the ONCE interface and capabilities are also available via the Documentation menu item.
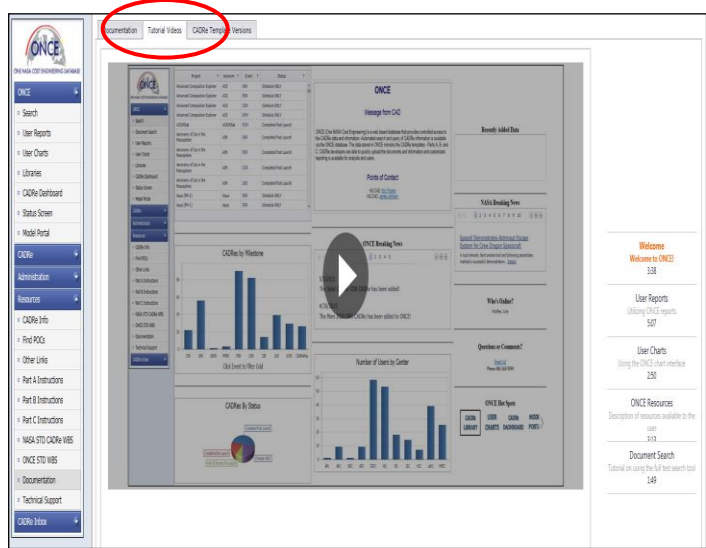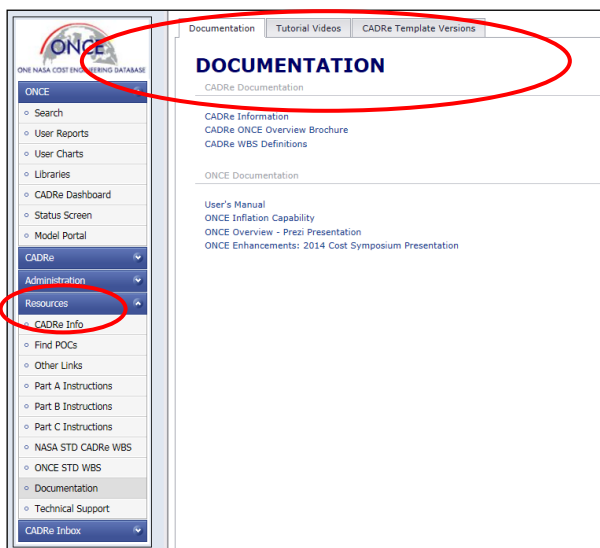
NEW USER CHECKLIST

Use this check list to determine if you have completed all the necessary steps to obtain access to ONCE. **You should answer all of these questions with <u>YES</u>.**

1) Are you a NASA Civil Servant or a NASA Contractor with an active contract and NASA PIV badge?

2) Can you access the internal NASA website: https://idmax.nasa.gov ?

3) Have you found the ONCE listing in the new NAMS requests?

4) Did you complete all the required fields including justification and click submit?

5) Do you know your NDC username and password?

If you answered No to #1:

You may not be able to access ONCE. Review the user pre-requisites and determine if you can be allowed access to ONCE. Contact CAD with questions at hq-cad@mail.nasa.gov

If you answered No to #2:

You must be on the NASA network or connected via VPN to access IDMAX and create a request for ONCE access. If you cannot access this website you will need a NASA Civil Servant sponsor to help you. This person must visit NAMS for you and create the request on your behalf. Give these instructions to your sponsor and make sure to provide them with accurate details including justification!

If you answered No to #3:

Make sure you have entered the ONCE information into the search box correctly. Then click on the Title hyperlink.

If you answered No to #4:

If you are unable to complete all the fields or do not understand them please contact CAD at hq-cad@mail.nasa.gov

If you answered No to #5:

You must have an NDC username and password to access to ONCE. All NASA Civil Servants have an NDC username and password for access to their webmail. Anyone without an NDC account will automatically have one added to their ONCE access request. Their new username and password will be provided automatically. Use this information to access ONCE.